



福山大学
FUKUYAMA UNIVERSITY

International Student Handbook

"Please note that this is a reference translation only. In any case of discrepancy between this and the original Japanese, the original Japanese will be deemed correct"



As a Fukuyama University student, you are expected to abide by Japanese laws, the University's academic regulations and other established rules, and lead an enjoyable but mindful life as an international student!

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Entering University

Welcome to Fukuyama University!

Congratulations to all new students on your enrollment. At Fukuyama University, homeroom teachers in each faculty and department and the International Student Department of the International Center play a vital role in guiding international students in their academic studies and daily lives.

In addition, the International Exchange Division of the Academic Affairs Department will aid you with various procedures related to your status of residence, permission to engage in activities other than those allowed under the status of residence, and scholarship applications.

Five Articles of Campus Life

1 [Observance of Japanese laws, etc., and understanding of Japanese culture and customs]

Please follow Japanese laws, community norms, and rules carefully in your daily life. If you are unsure of any of these laws, norms, or rules, please ask!

2 [Confirmation of communication from Fukuyama University]

Be sure to regularly check both A) your individual "Zelkova" page on the internet and also B) the bulletin board (in the Global Lounge, Bldg. 1) for information. You can set the "Zelkova" system to send notifications to your email.

3 [Notification to Fukuyama University]

Please promptly notify the International Exchange Division of any changes in your address, contact information, or part-time job and also any temporary return to your home country, or return to your home country after graduation.

For details, please refer to the "Notification of Change of Contact Information" and "Notification of Temporary Return to Japan" on the appendix page.

4 [Strict adherence to commitments]

If, due to unavoidable circumstances, you will not be able to meet deadlines for submitting documents etc., please be sure to consult with the relevant office in advance.

5 [Small matters come before large ones]

If you have any problems or concerns, even small ones, please do not hesitate to consult with your homeroom teacher or a faculty member at the International Center as soon as possible before they become serious.

※In addition to this handbook, please read carefully the Student Handbook (general information on student life) and the Academic Affairs Handbook (information on classes).



While in school

International students who are not in good standing in terms of class attendance, academic performance, and credits earned, which are their main responsibilities, and who have not attended classes for more than three months, are subject to revocation of their status of residence, so please be careful.

Please remember that you are a student at Fukuyama University and strictly refrain from words and actions that may damage the reputation of the university.

Resident card

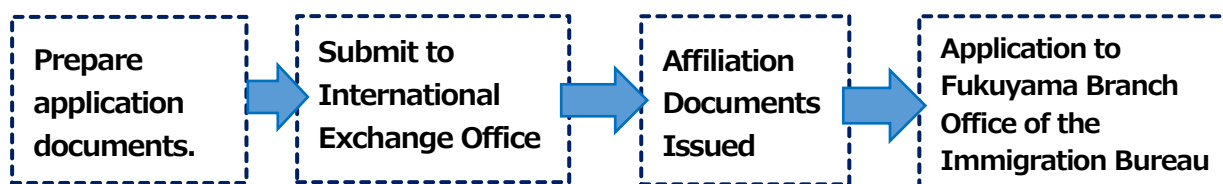
○ Foreign nationals are required by law to carry your resident card with you at all times. Failure to carry it can result in a fine of up to 200,000 yen.

○ In case of loss, etc., of the residence card, please apply for reissuance at the Fukuyama Branch Office of the Hiroshima Immigration and Residence Management Bureau as soon as possible (within 14 days).

Application for extension of period of stay and permission to engage in activity other than that allowed under the status of residence.

You can apply for renewal 3 months prior to the end date of your visa! Make sure to apply well in advance!

When you receive your new resident card, please be sure to bring it together with your passport to the International Exchange Office!



【Application Checklist】

- Passport, resident card, student ID (bring or show)
- Application for Renewal of Residence Permit (Certificate of Photostat) • Application for Permission to Engage in Extra-qualified Activities (Non-credit for period of stay)
[Obtain at the International Exchange Division]
- Certificate of enrollment and academic transcripts (for research students, a research plan is also required) [Automatic certificate issuing machine (200 yen / 1 certificate)]
- Commission Fee (Revenue stamps 4,000 yen)

[This is called “shunyuinshi” in Japanese. Purchase at university stores and post office]

Documents evidencing ability to pay expenses while in Japan as listed below (as appropriate)

- Copies of bankbooks, documents proving remittances and cash transfers from overseas
- Proof of employment/pay stubs [Obtained from part-time employer]
- Certificate of Tuition (bring your seal) [Obtained from the Accounting department]
- Certificate of Scholarship Received [Obtained from Scholarship Foundation/International Exchange Division]

For more information, please refer to the [Immigration and Immigration Agency website](#).

[Hiroshima Immigration Bureau Fukuyama Branch Office]

Location: Est Parc 8F, 1-21, Higashisakura-cho, Fukuyama City, Hiroshima Prefecture

Phone: 084-973-8090 Hours: Weekdays 9:00-12:00, 13:00-16:00

Pledge for Part-time Work

When starting a part-time job, students must submit a written oath regarding part-time work (Appendix 1) with the approval of their homeroom teacher.

[International Exchange Division, HP]

Strictly adhere to part-time work time limits! (In principle, no more than 28 hours per week, and during long vacations as stipulated in the school regulations (see the Student Handbook), no more than 8 hours per day)

Long vacation period Spring: March 1-April 2

Summer: August 9-September 20

Winter: December 22-January 4

Part-time work in the adult entertainment business or adult entertainment-related business is prohibited!

Notification of change of address/contact/part-time job

If you change your address, please give a "Notification of Change of Address" to the Student Affairs Division. "Change of Address" forms are available at the counter in front of the Student Affairs Division. If you have changed your phone number or part-time job, please use the QR code [Change of Contact Information Form] on the appendix page (page 8) to enter the latest information.

Please note that if you do not notify the university of the change, you may not receive notification (transcripts, etc.) from the university and may suffer unexpected disadvantages.

Temporary return to home country ("Deemed Re-entry Permit System")

If you plan to return to your home country temporarily while you are still in school, please notify your homeroom teacher and inform the International Exchange Office by entering the necessary information in the QR code [Temporary return/return home form] on the appendix page.

International students who wish to return to their home country temporarily may use the "Deemed Re-entry Permit System". The validity period of the deemed re-entry permit is one year from the date of departure, but if the period of stay expires within one year from the date of departure, the re-entry permit is valid until the expiration date of the stay. If you wish to leave from Japan with a Deemed Re-entry Permit, you must have a valid passport (passport and resident card for mid- to long-term residents) and inform the immigration inspector that you wish to leave from Japan with a Deemed Re-entry Permit. For details, please confirm with the immigration inspector at the time of departure.

Fukuyama University private tuition fee waiver for international students

Following the University of Fukuyama's Regulations on Tuition Reduction and Exemption for Privately Financed International Students, the University will examine the documents sent by international students and offer tuition reduction and exemption to those who meet the requirements.

All conditions must be met.

- (1) International students who are enrolled in a regular undergraduate or graduate course and hold or expect to obtain "College Student" status of residence, and who are not Japanese Government Scholarship students or students dispatched by foreign governments.
- (2) The applicant must be unable to pay school fees due to financial reasons. The average monthly amount of money sent from home must be no more than 90,000 yen. (Excluding entrance and tuition fees, etc., the total amount of money sent from the applicant's home country and the amount of help provided by any supporter in Japan)
- (3) Have a powerful desire to study and a willingness to continue their studies

○ **Reduction rate/number of people**

Rate of exemptions	the number of people
Full exemption	About two students who are recognized as particularly outstanding academically
Fifty percent reduction	3-4 students recognized for academic excellence
Twenty percent reduction	Privately financed international students who meet the requirements

○ How to apply Submit the Application for Tuition Fee Reduction (Forms 1 and 2) (Attachment 2) to the International Exchange Division.

○ **Suggested Submission Deadlines**

Distinction	Suggested submission date	Fiscal year of reduction or exemption
Newly admitted students (1 year in the faculty, 1 year in the graduate school, 1 year in the program)	at the time of entrance into school	Year of Entry
Current students (1, 2, 3 years in a faculty, 1 year in a graduate school)	December every year	next (fiscal) year

***Details of deadlines, etc. will be announced on a case-by-case basis by the International Exchange Office. Please strictly adhere to the deadlines!**

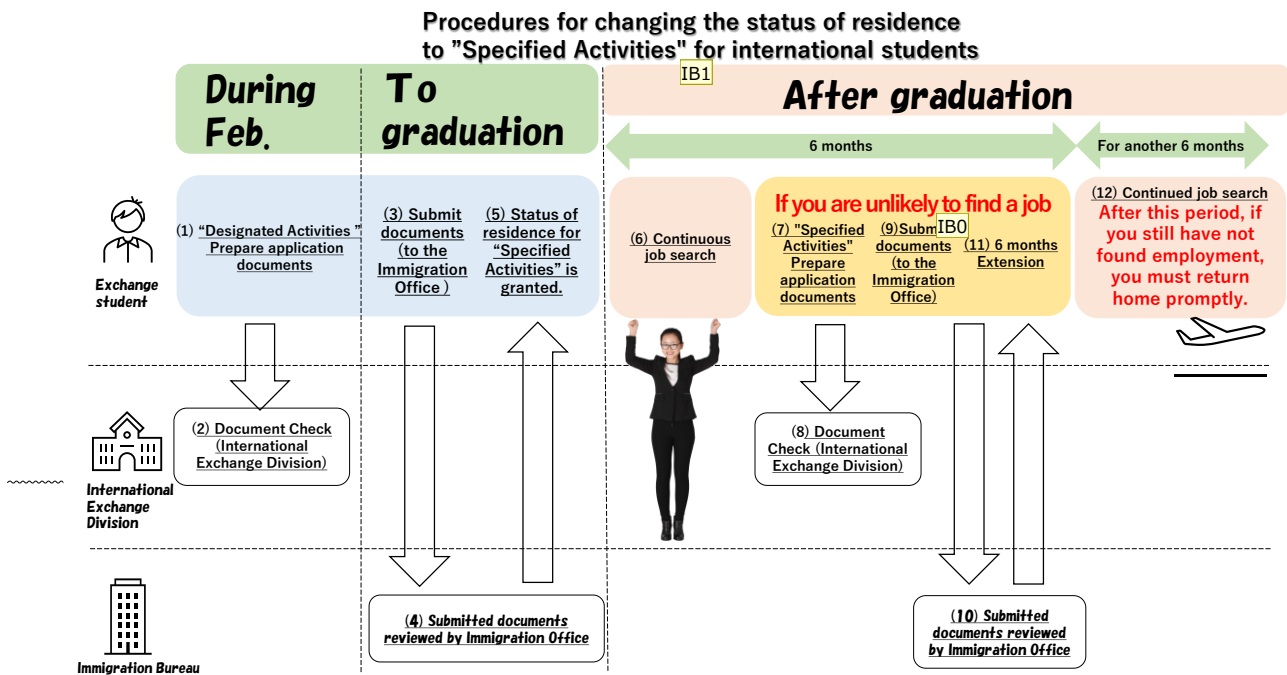
External Scholarship Opportunities

Title	period of receipt	Amount of benefit (yen/month)
Japan Student Services Organization (JASSO) Study Scholarships	1 year/6 months	48,000
Hiroshima International Center (HIC) Scholarship	1 year	30,000
Scholarship for HIC Support for International Students Coming to Japan, etc.	once	180,000
Kumahira Scholarship Foundation	1 year	50,000
Rotary Yoneyama Memorial Scholarship	1 year	(undergraduate) 100,000
		(graduate) 140,000
Heiwa Nakajima Foundation	1 year	100,000
SGH Foundation	1 year	120,000
Hachiman Memorial Scholarship Program	1 year	(undergraduate) 80,000
		(graduate) 100,000
General Incorporated Foundation Tombo	1 year	30,000
(Japan Educational Exchanges and Services (JEES) Scholarship(Japanese language study)	6 months	50,000
(Japan Educational Exchanges and Services (JEES) Scholarship)	Maximum 2 years	40,000

**Scholars must sign an enrollment confirmation at the International Exchange Division on the first day of each month in principle and send a report at the end of the academic year.

- When applying, please use the Fukuyama University Public Scholarship Application Form (Appendix 3).
- In addition, there are other scholarships for which eligibility is limited by country of origin and other factors.
- Applications will be posted on the "Zelkova" distribution and in the Global Lounge on a case-by-case basis. Please follow the instructions, including the campus application deadline.
- **Please be advised that attendance at International Student Gatherings (ryugakusei shukai) will be taken into account in the selection process for outside scholarships.**

Change of status of residence to "Designated Activities" (if you intend to continue job hunting in Japan after graduation)



National health insurance

International students whose status of residence is "College Student" must also join the "National Health Insurance". After you enroll, you will receive a large discount when you receive medical treatment at a hospital. To enroll, bring your residence card and passport to the city office where you are registered. Once you enroll in National Health Insurance, you will be issued an insurance card (insured person's card). When you go to a hospital, please present your insurance card at the reception desk.

If you receive medical treatment at a medical institution without National Health Insurance, you will have to pay the full amount of the medical expenses, which will be a heavy financial burden.

National pension

All residents of Japan (including foreign nationals) must pay national pension premiums when they turn 20 years old. By joining the pension system and paying the premiums, you are entitled to receive pensions **when you grow old or become disabled due to illness or injury. If you do not pay the premiums, you may not be able to receive these pensions.** However, if you are a student, you can defer payment of the insurance premiums under the "Special Student Payment Exemption System.

Taxes (money paid to the government, city, etc.)

Even if you are a foreigner, you must pay taxes if you meet the following requirements.

- People with income earned from working in Japan → must pay income tax
- People who have a domicile and work in Japan on January 1 → Resident tax must be paid.

However, the tax may be exempted if certain requirements are met. To be exempted, an application must be made. Please check with the tax office for income tax and the city office for inhabitant tax.

"My Number" System and "My Number" Card

"My Number" is a 12-digit number assigned to every resident of Japan. It is used for social security and tax procedures. It is also needed when transferring money from abroad or opening an account at a bank, etc.

My number card is a card that has your personal number, name, address, date of birth, gender, and photo. If your address or the end date on your residence card changes after the card is created, please go to the city office to make the change. How to create a My Number Card is detailed (in English) here: <https://www.kojinbango-card.go.jp/en/>

Insurance

All undergraduate and graduate students are covered by the Student Accident Insurance for Education and Research (Gakkensai).

The insurance pays medical insurance claims for injuries sustained during educational and research activities and extracurricular activities, as well as accidents that occur while commuting to and from the university. No enrollment procedure is needed, but **you must file a claim if you suffer an injury.**

Driving cars, Motorcycles and Bicycles

When riding a car, motorcycle, or bicycle, you are required to obey local traffic rules. Ignorance of the rules is not an acceptable excuse for violations so please be sure to familiarize yourself with all relevant rules.

All drivers of cars, motorcycles, and bicycles must be covered by the following insurance policies.

[Automobiles & Motorcycles]

Mandatory vehicle liability insurance

It is designed to supply minimum compensation for the other party's bodily injury in case of an accident involving a car or motorcycle. It is guaranteed for bodily injury accidents and does not apply to property damage accidents (accidents in which property or automobiles are broken or damaged). Also called compulsory insurance, all cars and motorcycles are required by law to have it.

Voluntary Insurance

This insurance is bought to compensate for the lack of coverage by liability insurance alone in case of an accident.

It is important to buy this insurance because liability insurance alone is often insufficient to compensate for the damages and you will be held liable for this if you are deemed at fault.

Car and Motorcycle Insurance.

The conditions for automobile insurance for foreigners vary depending on the insurance company, but it is necessary to be able to understand a certain level of Japanese. Also, coverage and premiums vary from company to company. To be eligible for insurance, you should check in advance whether you meet the requirements and choose the insurance company accordingly.

[Bicycle]

Bicycle Insurance

This insurance covers you in case of a bicycle accident. It covers you if you are injured in a

bicycle accident and if you injure the other party in the accident. In recent years, there have been an increasing number of cases of serious bicycle accidents resulting in compensation more than 50 million yen. It is advisable to buy insurance to be prepared for any accident so you can use your bicycle with peace of mind.

Bicycle insurance became mandatory in Hiroshima Prefecture on April 1, 2023. If you are planning to buy a bicycle, please check with your bicycle dealer. If you already have a bicycle, you can apply for insurance online or at a convenience store. Check the coverage details and buy the insurance.

If you do not have insurance and have an accident...

If you cause a major accident that injures another person while riding a motor vehicle, motorcycle, or bicycle, you will be liable for damages ranging from tens of millions of yen to in some cases over one hundred million yen. If you do not have insurance and cause such an accident, **you will have to pay compensation from your own assets. The financial burden may make it impossible for you to attend college.** Be sure to buy the insurance noted above.

Graduation

**Upon graduation, the "College Student" visa becomes invalid!
If you continue to stay in Japan, please complete the change of status of residence procedure before graduation!
Students who are scheduled to return to their home countries should do so as soon as possible.**

[Common Procedures for All International Students]

- Notification of course of study (to be submitted even if undecided)
[To Employment Division]
- Issuance of various certificates(graduation certificates, transcripts, etc.)
[To Academic Affairs Division]
- Return of Student ID Card
[To Student Affairs Division]
- Return borrowed books
[To the Library]

Returning to one's country.

- Return notification (read the QR code and fill in the form) [See appendix page]
- Consular certification of diplomas
[Contact the Agency/International Exchange Division]

[Procedures related to daily life]

- Room cleaning (restoration, disposal of garbage and bulky waste)
- Terminate the apartment agreement (contact the landlord/management company by the deadline, be present and inspect the apartment on the day you move out)
*If you are a joint guarantor of the university, termination procedures are required
[Report to the International Exchange Division]
- Cancellation of electricity, gas, and water service and settlement of charges (contact each company)
- Cancellation of cell phone and internet
- Cancellation of bank and postal accounts (be careful if you have debits or deposits scheduled!)

[Procedures for other external organizations]

- Cancellation of National Health Insurance and National Pension and return of my number card
[City and ward offices]
- Submission of notification of moving out and moving in [City/ward office/post office]
- Notification of affiliation (activity) organization (at the counter, by mail, or online)
[Office of Immigration and Residence Management]
- Return of resident card [Airport]

Employment in Japan

[If you have found a job]

- Change of status of residence to one that allows employment (change to "Engineer/Humanities/International Services" or "Designated Activities 4" [place of employment])

[If you wish to continue your job search]

- Change of status of residence to Specially Designated Activities (a letter of recommendation from the university and a history of employment activities are required) [Employment Section, International Exchange Division]

***The change procedure takes time, so please consult with the International Exchange Division by the end of February of your graduation year! (See earlier page)**

Academic Advancement in Japan

- Under the guidance of the faculty member in charge, apply for higher education and complete related procedures. [Teachers in charge]

***If you are moving for employment or higher education, please refer to the above section on returning to your home country.**

Appendix

(List of Notifications and Contact Points, Various Forms)

[Attendance and Absence Forms for International Student Meetings]



[Notification of Change of Contact Information]



[Temporary Return to Japan / Notification of Return Home]



Counter	Procedures & Consultations	Place
International Exchange Division	<p>Status of Residence, Activities other than that Permitted under the Status of Residence, Scholarship Application, Tuition Reduction or Exemption</p> <p>084-936-1672 (Direct-dial phone) int@fukuyama-u.ac.jp</p>	
Academic Affairs Division	<p>General administration related to classes <u>※Please also refer to the Academic Affairs Guide and the Student Handbook.</u></p> <ul style="list-style-type: none"> ●Curriculum and class schedule ●Registration and grade management ●Change of student status (leave of absence, reinstatement, transfer, withdrawal, graduation, re-admission, etc.) ● Issuance of various certificates of enrollment, grades, graduation (expected), etc. ●Matters related to teaching programs and various qualifications such as teaching licenses ●Credited Auditors, Research Students, etc. ●Matters related to the operation of the Liberal Arts Course 	<p>Bldg. 1 2nd floor</p>

<p>Student Affairs Division</p>	<p>General student life affairs other than class-related matters ※See also the Student Handbook.</p> <ul style="list-style-type: none"> ●Welfare program (Scholarship, part-time job, boarding house, cafeteria, store, school bus, lost and found) ●Extracurricular and alumni activities (events, meetings, postings, use of facilities and equipment) ●Issuance of various certificates (student ID, commuting certificate, student discount certificate, health examination certificate) ●Student guidance 	
<p>Employment Division</p>	<ul style="list-style-type: none"> ●Career counseling, guidance, and advice (career path request form) ●Receipt of job offers and introduction to employment opportunities (job offers, company and other materials) ●Information on employment examinations (aptitude tests, examination reports, recommendation forms) ●Holding joint company information sessions, employment guidance, and various courses 	
<p>Accounting division</p>	<p>Administrative work related to tuition, tuition installment payment procedures, and other various payments</p>	<p>Bldg. 15 4th floor</p>
<p>Health Administration</p>	<p>First aid, health counseling, counseling, etc.</p>	<p>Bldg. 1 2nd floor</p>

Appendix 1**(Reference form)**

*This application form is not an official application form, but a reference form. Please read the following information carefully, fill out the official application form in Japanese, and then submit.

Part-time Work Pledge for Part-time Work

Dear Director of Fukuyama University International Center

I promise to abide by the following precautions when engaging in activities outside of my qualification (part-time work).

I am aware that failure to observe precautions or making false declarations will result in penalties.

※Notes.

- (1) Do not work part-time in places where adult entertainment or adult entertainment-related businesses are conducted.
- (2) When working part-time, carry a copy of the portion of your passport with the Permission to Engage in Activity other than that Permitted under the Status of Residence sticker affixed.
- (3) Must work part-time within the stipulated hours. Graduate/undergraduate/research/degree-seeking students must work no more than 28 hours per week. (During long vacations, students must work no more than 8 hours per day.)

Wave one's name (e.g., "kana")		affiliated with	department
Full name and signature	印		course of study
Student Number		grade in school	student in ... year
Permit number for activities other than those permitted under the status of residence			
part-time workplace	Name	(Ex.) ローソン〇〇店 ・ なし ※	
	Job Title	(Ex.) Convenience stores、 food manufacturing plants, etc.	
	Location	(Ex.) 福山市入船町4丁目12番3号松屋ビル3F 等 etc.	
	work hours(1day)	(Ex.) 6:00 p.m. - 9:00 p.m. (3 hours/day)	
		(Ex.) Mon <u>T</u> ue Wed Thu <u>F</u> ri Sat Sun (2 days/week)	
	period of employment	From yyyy mm dd	
Filled by your supervisor			
Judging from his/her academic and research status, we believe that the above extra-qualified activities will not interfere with his/her academic work.			
yyyy mm dd			
Position / Name		印/Seal	(内線番号)

※If you do not have a part-time job, enter "none" in the "Name" field of your part-time job.

※If you change your part-time job, you must promptly submit a change of contact information form each time you change it.

※Whenever you obtain or renew a permission to engage in activities other than those permitted under the status of residence, you must notify the International Exchange Division of the Student Affairs Department as soon as possible.

Appendix 2-1**(Reference form)**

*This application form is not an official application form, but a reference form. Please read the following information carefully, fill out the official application form in Japanese, and submit it.

Form No. 1

令和 年 月 日

Date of the agreement

President of
Fukuyama University

Name of University
Faculty / Department
Graduate School
Academic year
Nationality
alphabetical notation
Name
Signature

【Seal】

Application for Tuition Exemption for Privately Financed International Students

I hereby apply for the reduction or exemption of tuition fees for the academic year_____ for the following reasons.

記

Reason for applying for exemption (to be completed by the applicant)

--

[School confirmation field]

District	Head of Department	Director of Studies	Class Homeroom teacher	Clerical officer		
				A. Economic condition	B. Academic Status	C. Residency requirements
Confirm Printing						

Remarks In the "School Confirmation" column, the applicant must affix a seal of confirmation that he/she meets the conditions of "A. Financial Status", "B. Academic Status", and "C. Status of Residence" when the selection of the applicant was made.

When the applicant is selected, please affix a seal to confirm that the applicant meets each of the conditions for selection.

Appendix 2-2

(Reference form)

*This application form is not an official application form, but a reference form. Please read the following information carefully, fill out the official application form in Japanese, and submit it.

Form No. 2

Questionnaire for Tuition Fee Reduction and Exemption for Privately Financed International Students

Date of application (yyyy/mm/dd)

1. name of applicant

Department			Academic year	
Nationality		Full name	Student No.	
Current residence			Contact	

2. Applicant Grade Progression (fill in Western calendar year)

Year of enrollment	1st year	2nd year	3rd year	4th year	Remarks
Year of promotion					

3. By Dependent(s)

(1) Dependents in Japan (if the dependent resides in Japan)

Identity		Relationship to applicant		Occupation	
Contact	〒 _____ ☎ () - _____				
Yearly income	_____ 円				

(2) Dependent in home country (if the dependent does not reside in Japan)

Identity	Relationship to applicant	Occupation	Yearly income (Fill in your home country's currency)

4. Financial situation of the individual

Amount of assistance from dependents in Japan	Monthly average	円
Amount sent by dependents in home country	Monthly average	円
Scholarships, etc.	Monthly average	円
Part-time job income	Monthly average	円
Housing expenses (to be paid by the person)	Monthly average	円

Appendix 3

(Reference form)

*This application form is not an official application form, but a reference form. Please read the following information carefully, fill out the official application form in Japanese, and submit it.

年 月 日 提出																														
Dear President of Fukuyama University																														
Confirmation Form for Off-Campus Scholarship Applications Applied for through Fukuyama University																														
1. Name of scholarship you are applying for																														
2. Applicant Information																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Student No.</td> <td style="width: 25%;"></td> <td style="width: 25%;">Identity</td> <td style="width: 25%;"></td> </tr> <tr> <td>Faculty/Graduate School</td> <td></td> <td>Department / Major</td> <td></td> </tr> <tr> <td>School year (1st, 2nd, etc)</td> <td style="text-align: center;">年</td> <td>Date of Birth</td> <td style="text-align: center;">yyyy/mm/dd (Age)</td> </tr> <tr> <td>Address (e.g. of house)</td> <td colspan="3"></td> </tr> <tr> <td>Phone</td> <td></td> <td>Mail</td> <td></td> </tr> </table>	Student No.		Identity		Faculty/Graduate School		Department / Major		School year (1st, 2nd, etc)	年	Date of Birth	yyyy/mm/dd (Age)	Address (e.g. of house)				Phone		Mail											
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3. Family structure (including relatives in Japan) and financial situation																														
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4. Applicant's own financial situation	5. Other Scholarship Receipt Status																													
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<input type="checkbox"/> I have confirmed that the application requirements have been met through the application guidelines and by checking grades on Zelkova. <input type="checkbox"/> I pledge that the above statements are true and correct, and I understand that if the submitted documents are incomplete and cannot be corrected by the due date, they may be considered incomplete and may not be accepted.																														
Please have your academic advisor review and sign all application forms and other submitted documents.																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Instructor Signature</td> <td style="width: 40%;">Date: year month day</td> </tr> </table>	Instructor Signature	Date: year month day																												
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This confirmation form will not be used for any purpose other than scholarship operations in accordance with the "Personal Information Protection Law".																														